

**MINUTES OF THE REGULAR MEETING OF THE
SAN RAFAEL LIBRARY BOARD OF TRUSTEES
TUESDAY, JANUARY 14, 2013
DOWNTOWN LIBRARY MEETING ROOM
6:00 P.M.**

MEMBERS PRESENT: THOMAS ALLEN (CHAIR)
CAROL MANASHIL
KAREN NIELSEN
SEAN PRENDIVILLE
MELANIE LEAVITT CANTARUTTI

MEMBERS ABSENT: NONE

OTHERS PRESENT: SARAH HOUGHTON, LIBRARY DIRECTOR
LASHALLE LYONS, CIRCULATION SUPERVISOR
MADELINE MORK, FRIENDS OF THE LIBRARY

APPROVAL OF AGENDA

Agenda approved without changes unanimously on a motion by Manashil and a second by Prendiville.

APPROVAL OF MINUTES

The December meeting minutes were approved unanimously on a motion by Manashil and a second by Nielsen.

PUBLIC COMMENT

None.

CORRESPONDENCE

None.

STAFF PRESENTATION

Lashalle Lyons spoke about the “behind the scenes” work that is done in the Circulation Services department at the Downtown Library, including bins of incoming and outgoing delivery, book check-in, sorting, etc.

REPORT FROM LIBRARY DIRECTOR

Furlough/Holiday Closure Report: The library’s closure from Monday, December 23rd – Wednesday, January 1st occurred as planned as part of the citywide furlough. The libraries re-opened on January 2nd to 95 bins Downtown and 3 at Pickleweed. Within three days we were caught up with materials check-in, shelving, and holds fulfillment. Family Nights: Children’s Librarians have recently hosted successful events with students and their families from two of San Rafael’s elementary schools (Laurel Dell and Short School).

REPORTS FROM LIBRARY SUPPORT GROUPS AND OTHER RELATED GROUPS

Friends of the Library: The store was closed from 12/24-1/1. Many donations have come in since the holidays. The rare and antique book sale is taking place on February 1st from 10am-3:30pm, with a members' preview 1/31 from 6-7:30pm.

SRPL Foundation: The Foundation will be holding its third and final visioning session later this month.

Special Library Parcel Tax Committee: The Committee will be meeting in February to weigh in on the budget planning for 2014/2015.

OLD BUSINESS

None

NEW BUSINESS

Guidelines for Library Behavior – policy revision: Allen had concerns about limiting petitioning and free speech outside the library. Houghton will take the questions and suggested changes to the City Attorney's Office. The policy will return to the Board at the next meeting.

Budget planning for 2014/2015: City Finance will be providing draft budgets to department heads on February 10th. Final budgets must be returned to Finance by February 21st. This Board will meet on the 11th. Houghton will do as much preparatory work as possible before the Board meeting, but members should definitely come prepared to weigh in on suggestions for budget priorities.

ADJOURNMENT

Meeting adjourned at 6:58 pm.

Respectfully submitted by Sarah Houghton